

City of Gardner Position Description

ADMINISTRATIVE ASSISTANT- PARKS & RECREATION

Position Title: Administrative Assistant – Parks and Recreation
Department: Parks and Recreation
Reports To: Parks and Recreation Director
Salary Range: 2
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: January 29, 2019

Job Summary:

The Administrative Assistant performs skilled full administrative support of the Parks and Recreation department.

Job Scope:

Work is of a responsible and sometimes confidential nature requiring the execution of independent judgment and discretion. Employee is responsible to and subject to the direct supervision of the Parks and Recreation Director and/or their designees. Employee does not have supervisory responsibility for subordinate personnel.

Essential Duties and Responsibilities:

- Responds to or directs to appropriate person inquiries from citizens, elected officials, developers, etc. through phone, email, in writing, or direct contact
- Accepts, processes, balances, and deposits registration, reservation and recreation permit payments daily;
- Completes data entry for registrations, reservations, and revenue deposits;
- Maintains the accounts payable records and invoicing;
- Processes service requests to the appropriate staff;
- Provides general administrative support functions to the divisions
- Works on occasional research and special projects.
- Manages the listings on the recreation software program and online registration accounts;
- Assists with promotional materials for programs, events and facilities and other marketing efforts;
- Assists with maintenance of department website as directed;
- Position requires ability to work evenings, weekends and holidays as required.
- Performs other related duties for multiple departments as deemed necessary or as required.

Education, Certification, and Experience Requirements:

High school diploma or GED and a minimum of two years experience in a related position, or any equivalent combination of training and experience that provides the appropriate knowledge, abilities, and skills. Requires the possession of a valid driver's license and a good driving record.

Skills, Knowledge and Abilities:

Exceptional customer service skills. Skills in operating listed tools and equipment. Ability to understand and carry out oral and written instructions. Ability to make mathematical computations and routine monetary transactions with speed and accuracy. Basic knowledge of accounting principles applying to cash management. Ability to establish and maintain effective working relationships with superiors, other employees, and the general public contacted in the course of the work. Ability to resolve customer concerns and complaints within established procedures.

Tools and Equipment Used:

Network computer system operating recreation software; personal computer operating word processing, spreadsheet and data base software; 10-key calculator; telephone; copier; facsimile and postage meter.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.